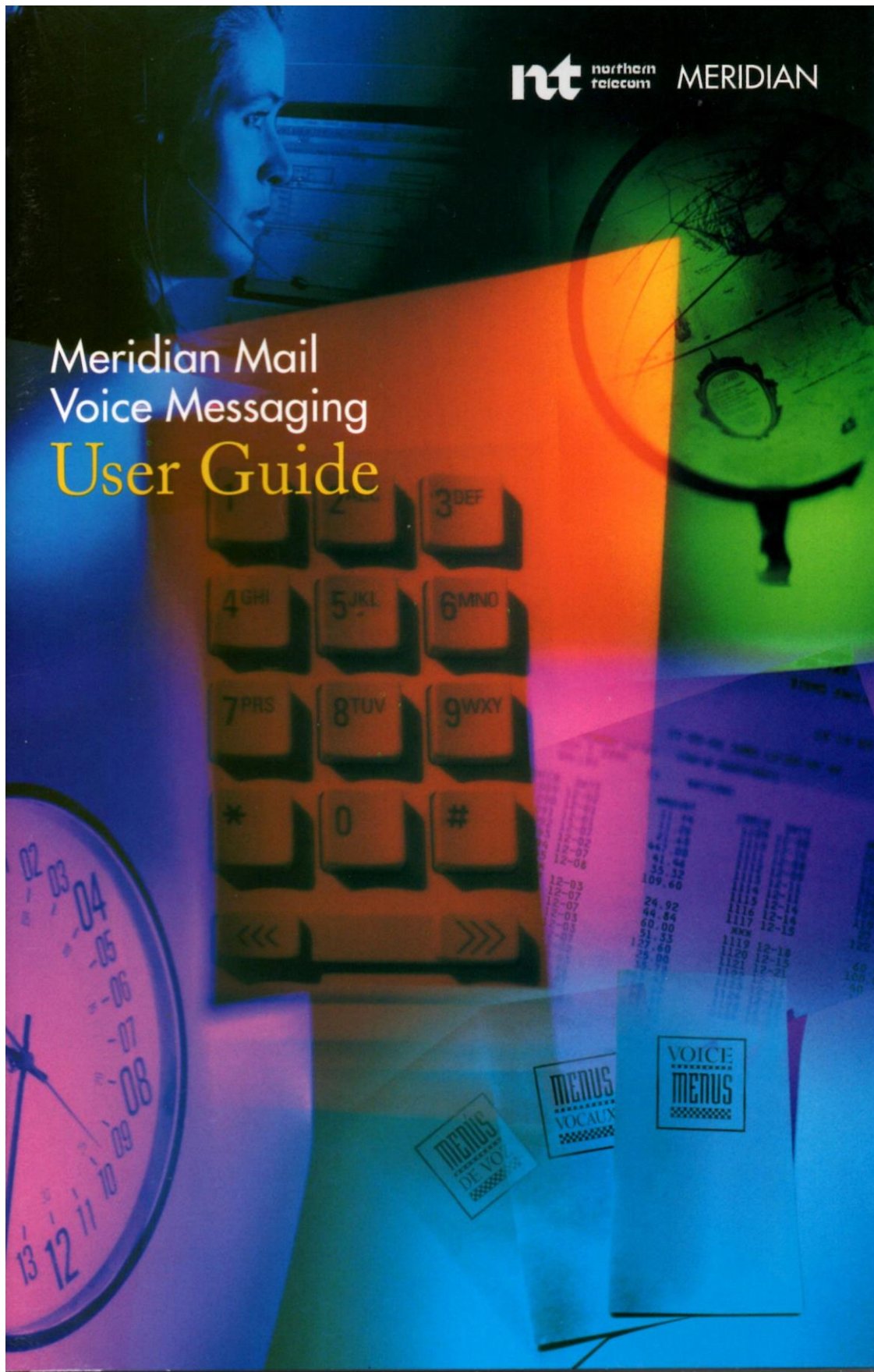nt northern telecom   MERIDIAN

Meridian Mail
Voice Messaging
User Guide

Welcome to Meridian Mail

Meridian Mail is an electronic voice messaging system that gives you a convenient and dependable way to communicate with people both inside and outside your organization. Meridian Mail answers your calls when you are busy or away from your phone, and also allows you to

- *compose, edit, and send messages*
- *forward and reply to messages*
- *create lists of names for sending messages*
- *dial by name instead of by mailbox number*
- *set a date and time for message delivery*
- *set up remote notification schedules*

Meridian Mail gives you confidence that all your incoming and outgoing messages will be handled pleasantly and efficiently.

Contents

Help

You can get help at any time while using Meridian Mail. The help is context-sensitive. This means that when you press the help key, you are told which commands are available for that feature.

To get help while using Meridian Mail, press

| ✱ | | General help |

| 7 | ✱ | Message command help |

| 8 | ✱ | Mailbox command help |

Your Meridian Mail numbers

Keep a record of important Meridian Mail user numbers.
Do not show your password here.

System access # ....

Mailbox # ....

Express messaging # ....

Name dialing #..

Name addressing prefix ....

Open network prefix...

Non-user prefix...

Introduction to Meridian Mail

• How to use this guide

This guide explains how to use Meridian Mail voice messaging. Each step explains what to do, which key to press, and what happens next.

Familiarize yourself with the frequently used procedures such as logging in, playing your messages, and recording your greetings. Then explore the many convenient features available with Meridian Mail.

• Meridian Mail training video

For a helpful introduction, ask to view the Meridian Mail Feature Operations Video.

• Mailbox

Your electronic mailbox receives your calls and stores your messages, and also stores your password and recorded greetings. When you log in to Meridian Mail you are accessing your mailbox so that you can use the features described in this guide. Your system administrator will assign you a mailbox number.

• Prompts

Meridian Mail guides you with audible prompts at each step. The prompts tell you what to do next, or what options are available, so that you don't have to remember every step. You can interrupt a prompt by pressing the key for the next step.

• Password

Your personally assigned password provides security for your mailbox and its contents. All your interaction with Meridian Mail is private and confidential; no one else has access to your mailbox.

• Access numbers

You activate a Meridian Mail feature by dialing its access number. These numbers are provided by your system administrator and should be posted near your phone.

• Features

If you want to use a feature described in this guide but you cannot activate it, check with your system administrator. Either your organization did not acquire that feature or it may be available but not activated at your mailbox.
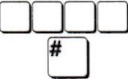
• Message Waiting Indication
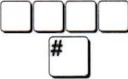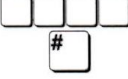
Meridian Mail has message waiting indication (MWI) that notifies you when you receive a new message. The message waiting indicator on your phone lights up or flashes, or you hear a special dial tone when you pick up the handset.

• Associated services

Voice Form and Voice Menu services may be available with your Meridian Mail system. Check with your system administrator.

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Logging in

Logging in means accessing your mailbox in the Meridian Mail system so that you can play your messages and use all the other Meridian Mail features.

To log in from your own phone	Press	Effect
1. Dial the Meridian Mail access number. (You may be able to access Meridian Mail by pressing the message key on your phone.)	keypad	*"Meridian Mail. Mailbox?"*
2. Press #.	#	*"Password?"*
3. Enter your password, then press #.	▢▢▢▢ #	You hear the mailbox summary.

To log in from another phone		
When you are away from your own phone, you can access your mailbox from any other touch-tone phone.	keypad	
1. Dial the Meridian Mail access number.		*"Meridian Mail. Mailbox?"*
2. Enter your mailbox number, then press #.	▢▢▢▢ #	*"Password?"*
3. Enter your password, then press #.	▢▢▢▢ #	You hear the mailbox summary.

To log in after leaving a message		
After you have called a Meridian Mail user and left a message, you can log in to Meridian Mail without hanging up.		
1. After you have finished leaving your message, press #.	#	*"Recording stopped."* You are still connected to Meridian Mail.
2. Press 81.	8 1	*"Message left. Mailbox?"*
3. Follow the steps for logging in.		

Autologin		
Autologin is an option available on some mailboxes. See your system administrator.		

Playing your messages

Your phone may have a message-waiting indicator which lights or flashes to indicate new messages, or you may hear a special dial tone when you pick up the handset.

To play your messages	Press	Effect
1. After logging in, listen to the mailbox summary.		The mailbox summary tells you how many new messages you have, and if any of them are urgent. New messages play first, followed by all previously played messages, in chronological order.
2. Listen to the first message announcement.		You hear the message envelope, with the sender's name and the date and time of the message.
3. To play the message, press 2.	[2]	Message plays.
◆ To skip back, press 1.	[1]	Message 5 seconds earlier plays.
◆ To skip forward, press 3.	[3]	Message 5 seconds later plays.
◆ To pause, press #; to continue, press 2.	[#] [2]	Message playback stops. Message playback resumes.
◆ To go to the next message, press 6.	[6]	Next message plays.
◆ To go to the previous message, press 4.	[4]	Previous message plays.
◆ To go to a specific message, press 86, (message number), #.	[8][6] [ ][#]	Specified message plays.
◆ To delete a message, press 76 while playing the message or its announcement.	[7][6]	*"Message deleted."*
◆ To restore a deleted message (within the current session only), press 76 again.	[7][6]	*"Message restored."*
◆ To play the message envelope, press 72.	[7][2]	Message envelope plays.

To empty your mailbox

	Press	Effect
1. Press 76 to delete each message while playing the message or its announcement.	[7][6]	Deleted messages are removed when you press 81 or hang up.
2. Press 81 to empty your mailbox if you wish to log in again without hanging up.	[8][1]	*Note:* Your played messages may be automatically deleted on a schedule set by your Meridian Mail system.

Changing your password

For security reasons, you should change your password from the one you were first assigned. After that, you can change your password as often as required.

To change your password	Press	Effect
1. While logged in to Meridian Mail, press 84.	8 4	"Password change. Please enter your new password, followed by number sign."
2. Enter your new password, then press #. Your password may be from four to 16 numbers or letters, except the characters # and *.	#	"Please enter your new password again, followed by number sign."
3. Enter the new password again, then press #.	#	"To confirm the change, please enter your old password, followed by number sign."
4. Enter your old password, then press #. If your password expires, follow the steps for changing a password.	#	"Your password has been changed."

Recording your name (personal verification)

Personal verification is a recording you make of your own name and other information such as your title or extension number.

To record a personal verification	Press	Effect
1. While logged in to Meridian Mail, press 89.	8 9	"The personal verification is (name)." Or, "There is no name for personal verification of mailbox (number)."
2. Press 5 to record. Wait for the tone, then record your name and, if you wish, your title or extension number.	5	Recording begins.
3. Press # to end the recording.	#	"The personal verification is (name)." Your personal verification will be included in your greetings and outgoing messages, and in name dialing and remote notification responses.

Recording external and internal greetings

Callers from outside your organization hear your external greeting; callers within your organization hear your internal greeting.

To record your greeting	Press	Effect
1. While logged in to Meridian Mail, press 82.	8 2	*"For your external greeting, press 1. For your internal greeting, press 2."*
2. Press 1 for external greeting, or 2 for internal greeting.	1 or 2	
If you want to hear the current greeting, press 2.	2	The current greeting plays.
3. Press 5 to record. Wait for the tone before you start to speak.	5	Recording begins.
4. Press # to end the recording.	#	*"Recording stopped."*
When you have finished recording, you can play the greeting, re-record it, or delete it.		*"To replay the greeting, press 2. To re-record it, press 5. To exit, press 4."*

To play your greeting		
1. Press 2 to play the greeting you recorded.	2	The new greeting plays.

To re-record your greeting		
1. While at the beginning of the greeting, press 5 to record. Repeat the steps above for recording.	5	The new recording will erase the old one from the place where you started to re-record.

To delete your greeting		
1. Press 76 to delete a greeting.	7 6	The greeting is deleted. If you delete your external greeting, your callers hear the standard system greeting. If you delete your internal greeting, your internal callers hear your external greeting.

To exit		
1. Press 4 to exit.	4	You return to your messages.

Replying to messages

You can record a reply to a message sender, and send your reply to all the other recipients of the message, if they are known to Meridian Mail.

To reply to the sender	Press	Effect
1. Immediately after listening to the message, press 71 to reply to the sender.	7 1	*"Reply to (sender's mailbox number or name)."* Meridian Mail automatically addresses your reply to the sender.
2. When you are ready, press 5 to record your reply. Wait for the tone, then begin recording.	5	Recording begins.
3. When you have finished recording, press #.	#	*"Recording stopped."*
To edit or tag your reply, see 'Checking and editing your messages,' page 16, and 'Tagging messages,' page 18.		
4. To send the message, press 79.	7 9	*"Message sent."*

To send a reply to all recipients		
1. If you want to play the list of recipients to whom your reply will be sent, press 72.	7 2	You hear the contents of the message envelope, containing the list of recipients.
2. Press 74 to reply to all recipients.	7 4	*"Reply all. To (sender's mailbox number or name)."* Meridian Mail automatically addresses your reply to all recipients.
3. To record and send your reply, repeat steps 2 to 4 above.		

Calling the sender

After listening to a message, you can automatically place a call to the sender of the message, if the sender is known to Meridian Mail.

To call the sender	Press	Effect
1. Immediately after listening to the message, press 9 to call the sender.	9	*"Calling (sender's extension number or name)."*
2. Speak to the sender or leave a message.		
3. When you have finished your call, hang up.		
Depending on the type of phone you have, and if your call is shorter than the time-out limit, you may be able to return to your mailbox without logging in again, by pressing a link button or visual indicator. Check with your system administrator.		

Forwarding messages

You can forward a message to another person, to a distribution list, or to a non-Meridian Mail user. You can also record an introduction to the original message.

To forward a message	Press	Effect
1. After hearing the message, press 73 to forward.	7 3	*"Forwarding message (number). Enter a list of mailboxes."*
2. Enter the mailbox number or distribution list to which you want to forward the message, then press #. Repeat this step for any other mailboxes or distribution lists. End by pressing #.	☐☐☐☐ # ... #	*"(Name or mailbox/list number.)"*
3. To record an introduction, press 5, wait for the tone, then speak. End the recording by pressing #.	5 #	Recording begins. *"Recording stopped."*
To edit or tag your reply, see 'Checking and editing your messages,' page 16, and 'Tagging messages,' page 18.		
4. To send the message, press 79.	7 9	*"Message sent."*

Thru-dialing

While you are logged in to Meridian Mail, you can make a call without hanging up. Ask your system administrator if thru-dial is available in your system.

To place a thru-dial call	Press	Effect
1. While logged in to Meridian Mail, press 0, followed by the phone number you want to call.	0 (keypad)	If you pause for more than two seconds you will be connected to operator assistance. If a pause is necessary, press *.
2. Press #.	#	Your call will be placed.

To thru-dial using name		
1. While logged in to Meridian Mail, press 0, enter the name dialing access number. (If you don't know the number, press 0* instead.)	0	
2. Spell the last name, then the first. You can stop spelling as soon as the system announces a match and places the call.	(keypad)	*"Name found: (name)."*

Assigning a custom operator

You can offer your callers the alternatives of leaving a message or speaking to one of your assistants or colleagues.

To assign a custom operator	Press	Effect
In your greeting, you can tell callers to press zero after the tone if they wish to speak to someone in your absence.		
1. While logged in to Meridian Mail, press 80 for mailbox options.	8 0	*"Mailbox options."*
2. Press 1 to change operator.	1	A prompt tells you the current custom operator number.
3. Enter the new custom operator's number, then press #.	#	*"The operator assistance number has been changed to (number)."*

Express messaging

Express messaging is a fast method of leaving a message in another Meridian Mail mailbox without logging in to your own mailbox to compose and send the message.

To send an express message	Press	Effect
1. Dial the express messaging access number.	[keypad: 1 2 3 / 4 5 6 / 7 8 9 / * 0 #]	*"Express messaging. To mailbox?"*
2. Enter the mailbox number of the person for whom you are leaving the message, then press #.	[four boxes] [#]	*"(Name or mailbox number.) Please leave a message after the tone."*
To use a name instead of a mailbox number, see 'Name addressing,' on this page.		
3. Wait for the tone, then record.		
To edit or tag your message, see 'Checking and editing your messages,' page 16, and 'Tagging messages,' page 18.		
4. Hang up.		

Name addressing

You can use name addressing to address a message, when creating a distribution list, or for express messaging, by spelling the name on your telephone keypad.

To address by name	Press	Effect
1. When Meridian Mail prompts you for a mailbox number, enter the name addressing prefix. (If you don't know the prefix, press *.)	[two boxes]	
2. Spell the last name, then the first. For Q, press 7; for Z, press 9. For example, to reach Bob Quinn, dial 78466262.	[keypad: 1 2 3 / 4 5 6 / 7 8 9 / * 0 #]	
You can stop spelling as soon as the system announces a match.		*"Name found: (name)."*
If you don't know the complete name, enter the first few letters, then press #.		If you entered a partial name, the system lets you select from a list of possible matches for the name.

Composing messages

You can compose a message to one or more people or distribution lists, then edit the message if necessary, and send it when you are ready.

To address and send a message	Press	Effect
1. While logged in to Meridian Mail, press 75 to compose a message.	7 5	*"Compose. Enter a list of mailboxes."*
2. Enter the first mailbox or distribution list number, then press #.	☐☐☐☐ #	*"(Name or mailbox/list number)."*
Continue to enter mailbox or distribution list numbers followed by # until you have finished, then press # again.	#	*"To begin recording, press 5. To end recording, press number sign."*
To use a name instead of a mailbox number, see 'Name addressing,' page 13.		
3. Press 5 to record. Wait for the tone, then record your message. End the recording by pressing #.	5 #	Recording begins. *"Recording stopped."*
To edit or tag the message before sending it, see 'Checking and editing your messages,' page 16, and 'Tagging messages,' page 18.		
4. To send the message, press 79.	7 9	*"Message sent."*

To cancel an address entry		
You can cancel the last mailbox number or distribution list number you entered by pressing 0#. Repeat this step, erasing entries one at a time, as often as required. After you have pressed the final #, you cannot cancel any numbers.	0 #	*"Address (mailbox number) cancelled."*

Composing messages (continued)

You can address messages to mailboxes at other voice mail systems (open networks), and to recipients with no voice mail (non-users).

To address an open network user	Press	Effect
1. To address the message to an open network mailbox, enter the network prefix, followed by the system access phone number, then press #. The system access number includes the address prefix, plus the normal format for a local or long-distance number.	[keypad: 1 2 3 / 4 5 6 / 7 8 9 / * 0 # / #]	*"Enter the mailbox number for this open network user, followed by number sign."*
2. Enter the mailbox number, then press #. If you want to send a message to more than one mailbox at the same open network site, you must repeat step 1 above for each mailbox.	[boxes: #]	*"Open network user (mailbox number) at (system access number)."*

To address a non-user	Press	Effect
1. Your system may allow you to send messages to people with no voice mail. Enter the non-user prefix, followed by the person's phone number, then press #.	[keypad: 1 2 3 / 4 5 6 / 7 8 9 / * 0 # / #]	*"Phone number: (number)."*

Recipient response	Press	Effect
When you send the message, Meridian Mail calls the person's phone and states that there is a message from you. Meridian Mail may tell the recipient which key to press to hear the message, or the message may play automatically. The recipient can then respond. ♦ To record, press 5. ♦ To stop recording, press #. ♦ To play, press 2.	[5] [#] [2]	*"Hello. You have a message from (personal verification or mailbox number)."* The message plays. *"You may record your reply at the sound of the tone. When you are finished, just hang up."* The record tone plays.

(15)

Checking and editing your messages

Before you send a message which you have recorded, you can check it and edit it if required.

To edit your messages	Press	Effect
◆ To play your message, press 2.	2	Message plays.
◆ To skip back, press 1.	1	Message 5 seconds earlier plays.
◆ To skip forward, press 3.	3	Message 5 seconds later plays.
◆ To pause, press #; to continue, press 2.	# 2	Playback stops. Playback resumes.
◆ To erase the message and re-record, press 5 while at the beginning of the message. Wait for the tone, then record. Press # to end the recording.	5 #	The new message records over the old one. *"Recording stopped."*
◆ To add to the end of the message, press 5 while at the end of the message. Wait for the tone, then record. Press # to end the recording.	5 #	The new message is added. *"Recording stopped."*
◆ To re-record part of the message, press 5 while at the place in the message where you want to start. Wait for the tone, then record. Press # to end the recording.	5 #	The new message records where you start. *"Recording stopped."*
◆ To delete the message entirely, press 76.	7 6	*"Message deleted."*
◆ To play the message envelope, press 72.	7 2	Message envelope plays.

Distribution lists

A distribution list contains frequently-used mailbox numbers within your Meridian Mail system. Use a list to save time instead of entering a series of mailbox numbers.

To create a personal distribution list	Press	Effect
You can create up to nine personal distribution lists, each containing up to 99 entries.		
1. While logged in to Meridian Mail, press 85.	8 5	*"Distribution list."*
2. Enter a number from 1 to 9 to identify this list, then press #.	1 to 9 #	*"Distribution list (number)."*
3. Press 5 to create the list.	5	*"Compose distribution list."*
4. Enter mailbox numbers (or use name addressing), then press #.	▢▢▢▢ #	*"(Name/mailbox number)."*
To delete the last entry in the list, press 0#.	0 #	*"(Name/mailbox number) cancelled."*
5. When the list is complete, press #.	#	*"End of list."*

To check a distribution list		
1. Press 85.	8 5	*"Distribution list."*
2. Enter the distribution list number, then press #.	▢ #	*"Distribution list (number)."*
3. Press 2 to play the list.	2	*"Distribution list (number). (Names/mailboxes.) End of list."*

To change or delete a list		
1. To change a list, delete the list by pressing 76 immediately after you hear the list number, then create a new list.	7 6	*"The distribution list has been deleted."*

To use a system distribution list

Your system administrator can create distribution lists which you can use in the same way as your own lists.

Tagging messages

When you create a message you can tag it to indicate that you want it handled in a special way. There are six message tagging options.

Message tagging options

- **Urgent**
  Urgent messages are announced when the recipient logs in. In systems with Meridian Mail networking, urgent messages are sent immediately.

- **Standard**
  Standard message tags are used on networked systems. Standard messages are held for batching with other messages, to be sent in a time period defined by the administrator.

- **Economy**
  Economy message tags are used on networked systems. Economy messages are sent to remote sites at an economical time for long distance rates, as defined by the administrator.

- **Private**
  If a message is tagged Private, the recipient of the message cannot forward it. Messages tagged Private cannot be sent to open network sites.

- **Acknowledge**
  If you tag a message for acknowledgement, you receive a confirmation message when the recipient plays your message. If the recipient is an open network user, the acknowledgement only indicates that the message was delivered to the user's mailbox.

- **Timed delivery**
  You can tag a message to be sent at a specific time on a specific date.

Examples of timed delivery

If your system uses a 12 hour format, see these examples.

For delivery today at 3:00 p.m.:

Month	#
Day	#
Hour, minutes	3#
P.M.	2

For delivery at 8:05 a.m. on November 15:

Month	11#
Day	15#
Hour, minutes	805#
A.M.	1

If your system uses a 24 hour format, see these examples.

For delivery today at 3:00 p.m.:

Day	#
Month	#
Hour, minutes	15#

For delivery at 8:05 a.m. on November 15:

Day	15#
Month	11#
Hour, minutes	805#

Tagging messages (continued)

You tag a message before sending it. You can use one or more tags per message, and you can remove and change tags.

To tag a message	Press	Effect
1. After recording a message, press 70.	7 0	*"Message options."*
2. For Urgent delivery, press 1. For Standard delivery, press 2. For Economy delivery, press 3. For Private, press 4. For Acknowledgement, press 5. For Timed delivery, press 6.	1 2 3 4 5 6	*"The message has been tagged for (tag option) delivery."*
3. To send the message, press 79.	7 9	

Message tagging shortcut		
To tag a message without waiting for the prompt, enter the full number of the tag. For example, to tag a message urgent and private		
1. Press 701.	7 0 1	The Urgent tag is confirmed.
2. Press 704.	7 0 4	The Private tag is confirmed.

To specify timed delivery		
1. Press 70.	7 0	*"Message options."*
2. Press 6.	6	*"Delivery month?" "Delivery day?" "Delivery time?"*
3. Enter the month, day, hour, and minutes, following each by #. For current month, day, or time, press # only.	# #	
4. Press 1 for a.m., 2 for p.m.	1 or 2	*"Your message has been tagged for timed delivery (date) (time)."*
5. To send the message, press 79.	7 9	*"Message sent."*

To remove a tag		
Before sending a message, you can remove a tag. Press 70, then retag.	7 0	*"Message options."*
Urgent to Standard Economy to Standard Private to not Private Acknowledge to no Acknowledge Timed delivery to no Timed delivery	2 2 4 5 6	*"The message has been tagged for (tag option) delivery."*

Remote notification

The remote notification option informs you of incoming messages by calling you at a phone number or pager number you specify.

How remote notification works

◆ Remote notification

When a new message is deposited in your mailbox, the remote notification service informs you. You can then log in to your mailbox and play the message.

If you do not log in, or if the line is busy or unanswered, remote notification cycles through your list of numbers until the call is answered, disabled, or the maximum number of retry attempts is reached.

You can temporarily turn off remote notification at a number if required.

◆ Message types for notification

You can choose to be notified of all new messages, or only messages tagged urgent.

◆ Schedule types

You tell remote notification when and where you want to be notified of new messages by defining up to three notification schedules as business days, nonbusiness days, and temporary schedules.

Temporary schedules allow you to temporarily override normal schedules. You can specify the duration of a temporary schedule, or allow it to automatically discontinue after one day.

◆ Phone numbers and pagers

You can specify the telephone or pager number where you want to be notified, including any dialing prefixes or area codes.

You may define up to 3 phone numbers per time period in a schedule.

If you use a digital or numeric pager, you may also enter a call-back number which will be displayed on your pager. If you use a paging service, you must specify the identification number (PIN) of your pager.

◆ Deleting notification numbers

You can delete a notification number by entering 0# after selecting a number to change. If you delete the only phone number in a time period, the time period is deleted from the schedule.

◆ Remote notification time periods

You can define up to three time periods per schedule.

Time periods within a schedule cannot overlap and must start and end within the same day. When you add a new time period, start and end times are automatically created and the previously-defined phone numbers are copied to the new time period. You can then modify the phone numbers.

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Remote notification (continued)

Remote notification calls the telephone number you have specified and tells you a message has been received for you.

To answer a remote notification call	Press	Effect
1. Answer a call from remote notification. 2. Press 1 to log in to Meridian Mail. You can listen to your messages and use all the other voice messaging commands. If your remote number is a pager, go to a telephone to log in.	1	*"Hello. (System greeting or Meridian Mail) has received a message for (personal verification or mailbox number)."*

To turn off remote notification		
Press 3 if you wish to turn off remote notification until the next time you log in. When you log in again, the schedule is automatically re-activated.	3	*"All further remote notification is now turned off. Good-bye."*

Remote notification schedules

Plan your schedules before you start to set up remote notification. Complete charts for each schedule type you set up, and keep them for reference.

Message type for notification ☐ Any ☐ Urgent

Schedule type ☐ Temporary ☐ Business days ☐ Nonbusiness days

Time period 1

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____		

Time period 2

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____		

Time period 3

Telephone number(s)	Telephone type(s)	Start time	End time
_____	_____	_____	_____
_____	_____		

You can define up to three remote notification schedules per day, with up to three time periods per schedule.

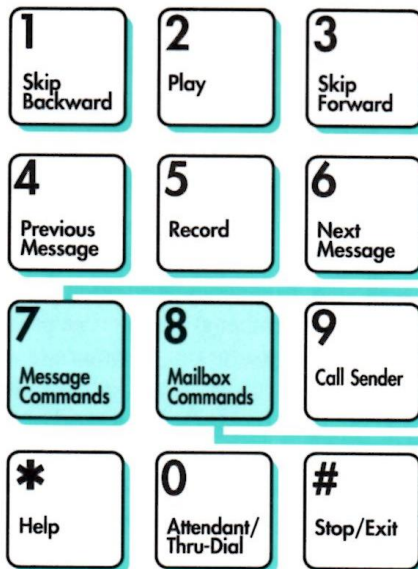| To set up remote notification	Press	Effect
1. While logged in to Meridian Mail, press 80, then 2 to access the remote notification service.	8 0 2	*"Mailbox options."* *"Remote notification service."*
2. Press 4 to specify the message type for notification.	4	Current message notification type setting is Urgent or Any.
3. Press 1 to reset: Urgent or Any.	1	Current setting is changed.
4. Enter the schedule type: For temporary schedule, press 1. For business day schedule, press 2. For nonbusiness day schedule, press 3.	1 1 2 3	The schedule type is confirmed.
5. Press 5 to start schedule setup.	5	
6. Enter the phone number or pager access number at which you wish to be notified, then press #.	☐☐☐☐ #	The notification number is confirmed.
7. Enter the number corresponding to your telephone type: For touch-tone phone, press 1. For tone-only pager, press 2. For tone/voice pager, press 3. For digital or numeric pager, press 4. For paging service, press 5. To continue, press #.	1 2 3 4 5 #	The telephone type is confirmed. *"Call–back number?"* *"Pager Identification Number?"*
8. Set the start and end times of the first time period: To set the start time, press 1. To set the end time, press 2. To continue, press #.	1 2 #	The times are confirmed. You are offered the choice of making changes.
9. Add and set other time periods, if required: To add another time period, press 2. To set duration of a temporary schedule, follow the prompt. To exit, press #.	2 ☐ #	The settings are confirmed. You are offered the choice of making changes. You return to your messages.

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Remote notification (continued)

You can review, change, or add to the schedules and time periods you have defined.

To modify remote notification	Press	Effect
1. While logged in to Meridian Mail, press 80, then 2 to access the remote notification service.	[8] [0] [2]	"Mailbox options." "Remote notification service."
2. Enter the schedule type: For temporary schedule, press 1. For business day schedule, press 2. For nonbusiness day schedule, press 3.	[1] [2] [3]	The schedule type is confirmed.
3. Review or change the schedule: To review schedule settings, press 2. To change schedule, press 5. To turn schedule on/off, press 76.	[2] [5] [7] [6]	The current time periods are listed for you to choose from.
4. To change the schedule, choose a time period (1, 2, or 3) to add or change. Choices depend on how many time periods are currently set up.	[1] [2] [3]	Your choice is confirmed. Then the current notification phone number(s) for that time period is listed for you to confirm or change.
5. Change the phone number for the time period you chose, or add new numbers. Choices depend on how many phone numbers are currently set up. To continue, press #.	[ ] [ ] [ ] [ ] [#]	Your change is confirmed. Then the current start and end times for that time period are listed for you to confirm or change.
6. Change the start and end times of the time period you chose: To change the start time, press 1. To change the end time, press 2. To continue, press #.	[1] [2] [#]	The other time periods are listed for you to choose from.
7. Choose another time period to add or change. Choices depend on how many time periods are currently set up.		Steps above are repeated for each new time period.
To exit, press #.	[#]	You return to your messages.

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Main Menu

1 Skip Backward	**2** Play	**3** Skip Forward
4 Previous Message	**5** Record	**6** Next Message
7 Message Commands	**8** Mailbox Commands	**9** Call Sender
* Help	**0** Attendant/ Thru-Dial	**#** Stop/Exit

7 ➔ Message Commands

1 Reply	**2** Play Envelope	**3** Forward
4 Reply All	**5** Compose	**6** Delete/ Restore
7	**8**	**9** Send
* Message Help	**0** Message Options	**#** Cancel/ Exit

8 ➔ Mailbox Commands

1 Log In	**2** Greetings	**3** Log Off
4 Password Change	**5** Distribution Lists	**6** Go to a Message
7	**8**	**9** Personal Verification
* Mailbox Help	**0** Mailbox Options	**#** Cancel/ Exit

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7 0 ➡ Message Options

1 Urgent	**2** Standard	**3** Economy
4 Private	**5** Acknowledge	**6** Timed Delivery
7	**8**	**9**
✳ Options Help	**0**	**#** Cancel/Exit

8 2 ➡ Mailbox Greetings

1 External Greeting	**2** Internal Greeting	**3**
4	**5**	**6**
7	**8**	**9**
✳ Greeting Help	**0**	**#** Cancel/Exit

8 0 ➡ Mailbox Options

1 Change Operator	**2** Remote Notification	**3**
4	**5**	**6**
7	**8**	**9**
✳ Options Help	**0**	**#** Cancel/Exit

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